

# Planner



**Job Code:** 2351  
**Grade:** 129  
**Reports to:** Planning Director  
**Salary Range:** \$51,350 - \$78,767  
**FLSA Status:** Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional and technical level planning work assisting in the development of comprehensive plans, preparing policies, reviewing site plans for community development and land use activities as they relate to the administration of a variety of City planning projects/programs; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification reviews development plans and applies regulations governing community development, zoning, and land use. Work requires considerable contact with City officials, other governmental agencies, commissions, boards, and the public, requiring the exercise of a moderate degree of independent judgment, initiative, and tact. Duties include technical responsibility in conducting research and preparing moderately complex and detailed studies on land use, conservation, housing, population, historic preservation, urban design, and other areas of comprehensive planning activities. Work involves the continual review and monitoring of planning programs and providing recommendations to ensure program compliance with criteria governing local, state, and federal legislature relating to growth management. Work is performed under general supervision and is reviewed for technical adequacy and professional standards based upon observation of results achieved, conferences, and periodic reports.

## **ESSENTIAL FUNCTIONS**

Preparing short- and long-range development, historic preservation, revitalization, and improvement plans; preparing graphic materials; conducting research; reviewing site plans; maintaining records and files; preparing reports; assisting boards, commissions, committees, and elected officials.

## **EXAMPLES OF WORK**

- Prepares and updates short- and long-range comprehensive plans, neighborhood preservation, revitalization, and improvement plans.
- Gathers, assimilates, interprets, and analyzes a variety of data and information pertaining to assigned planning efforts.
- Assists in preparation of policy papers and reports for commissions, boards, committees, and elected officials.
- Assists with Master Plan development.
- Coordinates and administers the revitalization of Olde Towne Gaithersburg.
- Coordinates historic preservation activities.
- Coordinates Community Development Block Grant Programs for City construction projects.
- Designs, develops, and implements Geographic Information Systems.
- Prepares amendments to Zoning Ordinance text.
- Interprets ordinance and code provisions for land developers, architects, engineers, and general public; recommends improvements to codes ordinances and codes.
- Provides staff assistance for applications for rezonings, conditional use permits, variances, and site plans; presents items before appropriate board or commission.
- Reviews site plans for compliance with ordinance and code provisions; makes site inspections as needed.
- Consults with code violators to resolve problems and correct deficiencies.
- Provides staff assistance to the Planning Commission and other boards, commissions, committees, and citizen groups.

- Attends meetings of boards, commissions, committees, and groups relating to department activities.
- Evaluates need for ordinance changes and provides research and support for revisions.
- Helps prepare ordinances necessary to implement plans, policies, etc.
- Assists with grant preparation and administration.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of community development activities and their relation to urban planning; thorough knowledge of the principles and practices of urban design and historic preservation planning; thorough knowledge of zoning and code enforcement practices; ability to read and interpret blueprints, site plans, and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability with desktop publishing, graphic, and GIS systems; ability to enforce ordinances and codes with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with City officials, contractors, architects, land developers, associates, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Urban Studies, Urban and Regional Planning, Engineering, Architecture, or a related field. Two (2) years of progressively responsible planning experience at the regional or local government level; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires walking, talking, reaching, grasping, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, and determining the accuracy and thoroughness of work.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.